

OFFICIAL PASSPORT APPLICATION PROCEDURES:

01 MAR 2022

PLEASE READ AND FOLLOW THE INSTRUCTIONS ON PREPARING YOUR OFFICIAL PASSPORT APPLICATION. THE APPLICATION MUST BE TYPED AND EACH APPLICANT MUST BE PRESENT WHEN APPLYING.

STEP 1: Go to <https://pptform.state.gov/> or if this site is down, try going to <https://travel.state.gov> and click on new passport

STEP 2: Check the Privacy Statement box that you have read the Privacy and Computer Fraud and Abuse Act, click Submit. Then click to Submit the form online. (Only allows you to type the application online, it does not get placed in any Federal/State system)

STEP 3: Fill out the required information for “each” passport Applicant. Fill in your FULL Name, Social, birth information, etc.

STEP 4: WHERE SHOULD THE PASSPORT BE MAILED TO: (Do not use your home address at this time, you will have an opportunity in step 5 to do that. **PLEASE USE OUR OFFICE MAILING ADDRESS BELOW FIRST.**)

STREET ADDRESS:	DET CAMP HUMPHREYS KOREA
STREET ADDRESS 2:	DAGN, DoD / DAGN
CITY:	WASHINGTON
COUNTRY:	UNITED STATES
STATE:	DC-DISTRICT OF COLUMBIA
ZIP CODE	20006

STEP 5: Check the box “NO” for this is NOT your Permanent Address. (Now you may enter your home address)

STEP 6: Please enter both your Email address and your Phone Numbers how you may be reached. Click Next

STEP 7: TRAVEL PLANS:

Enter the Date of your Travel (ex: 07-01-2021)

Enter the Return Date of your travel: (normally 2-3 years later) (example: 07-01-2022)

Enter the Country you are being assigned to: Germany, Korea, Italy, Japan etc. (for Alaska, type in both Alaska/Canada)

STEP 8: ENTER YOUR EMERGENCY CONTACT INFORMATION

STEP 9: ENTER YOUR MOST RECENT PASSPORT INFORMATION: (If no prior official passport enter Tourist (Blue passport info))

*if you enter any previous passport information for a minor, please bring both the birth certificate and the previous passport. Otherwise, Select NONE and click NEXT

STEP 10: PARENT & SPOUSE INFORMATION (all blanks, Parent Information, DOB’s, Place of Birth etc. must be filled in- most information about your parents is on your birth certificate)

STEP 11: ENTER SPOUSE INFORMATION IF YOU HAVE EVER BEEN MARRIED / Divorced – select next

STEP 12: ENTER ANY ADDITIONAL NAMES YOU ARE KNOWN BY (Maiden names, adopted names, divorced names) select next You now come to the Passport Application Review Page where you can edit any information you may have entered incorrectly. Select Next.

STEP 13: PASSPORT PRODUCTS AND FEES PAGE: (this passport is no cost to you, but please select the PASSPORT BOOK (\$110 or \$80 for minors). This produces a 2D barcode on the upper left hand corner of this application form when it is printed. No other boxes need to be checked.

STEP 14: Scroll down to the shaded box that states: “I HAVE READ AND ACKNOWLEDGE THE STEPS AND INFORMATION CONTAINED ABOVE” and click that box.

STEP 15: SELECT CREATE FORM / SELECT OPEN / PRINT (Please bring each application with this form and all of the required documents on the previous page to our office. **Do Not Sign this form.** You will be asked to sign in front of the Passport Agent.)

If you have any questions, please give one of our Passport Agents a call at 755-1133 or 757-2460/2458.